



MEETING REQUEST AND REGISTRATION
NORTH DAKOTA PUBLIC EMPLOYEES RETIREMENT SYSTEM
SFN 53176 (Rev. 09-03)

NDPERS
PO Box 1657 • Bismarck • ND • 58502-1657
(701) 328-3900 or (800) 803-7377 • Fax: (701) 328-3920

PART A AGENCY INFORMATION		
Name of Agency:		Dept # (If Applicable)
Contact Person:		Phone Number:
E-mail Address:		Fax Number:
Mailing Address:		
City:	State:	Zip Code:
PART B PRESENTATION INFORMATION		
Location/Facility Name:		
Location Address:		
City:	State:	Zip Code:
Suggested Presentation Dates: (List 3)		
1.	2.	3.
Suggested Times: (Between 8:00 AM & 5:00 PM)		
PART C TYPE OF PRESENTATION		
<input type="checkbox"/> New Employer Group <input type="checkbox"/> Group Insurance <input type="checkbox"/> Retirement <input type="checkbox"/> Law Enforcement <input type="checkbox"/> Deferred Comp	<input type="checkbox"/> Portability Enhancement Provision Includes: Retirement and Deferred Compensation <input type="checkbox"/> Agency Intensive/Investment Education	<input type="checkbox"/> Pre-Retirement Education Program (PREP) <input type="checkbox"/> Authorized Agent Training
Number of Eligible Participants:		Anticipated Number of Attendees:
PART D NDPERS USE ONLY		
Currently Participating <input type="checkbox"/> Defined Benefit <input type="checkbox"/> Other Deferred Comp-403(b) <input type="checkbox"/> Defined Contribution <input type="checkbox"/> Health Insurance <input type="checkbox"/> State Deferred Comp-457 <input type="checkbox"/> Life Insurance		
Scheduled Date		Scheduled Time
<input type="checkbox"/> Conference Call <input type="checkbox"/> Travel		Administrator Scheduled

Meetings Available Through NDPERS

New Employer Group

To educate employers and employees on benefits available through NDPERS. This includes eligibility, contribution costs and premiums, participation requirements, laws and regulations.

Portability Enhancement Provision (PEP)

Education to encourage participants to start a deferred compensation plan to supplement retirement income and to add cash value to participants existing defined benefit account.

Program Requirements

To qualify for a meeting request you need a minimum of 75% of eligible participants registered to attend. If an employer can not meet this requirement, the employer may coordinate with another participating employer.

If you are unable to coordinate with another participating employer:

1. NDPERS will make every attempt to accommodate your request but can not guarantee staff availability (also contingent on weather conditions if travel outside the Bismarck Mandan area is required) or
2. The presentation can be a telephone conference call. NDPERS will send all the information to you a week before the conference call.

A Meeting Request and Registration Form (SFN 53176) must be completed at least 60 days prior to the meeting date. The meeting request form and facilitator's guide are available on the PERS web site at www.discovernd.com/ndpers under "employer" on the menu or by calling PERS at 800-803-7377 or 701-328-3900.

Agency Responsibilities

EMPLOYER:

- Must define type of presentation
- Must provide registration roster to NDPERS 2 weeks prior to scheduled meeting. If the roster does not conform to the attendee requirements, your meeting may be cancelled.
- Must make meeting room accommodations (Class room style works best).
- Responsible for compliance with the "Americans with Disabilities Act" (ADA) if any attendee requires any auxiliary aid or service.
- Must have available a projector screen or an unobstructed wall for the power point presentation.

NDPERS:

- NDPERS will make every attempt to accommodate your request but can not guarantee staff will be available for any requested meeting date (also contingent on weather conditions if travel outside the Bismarck Mandan area is required)

Pre-Retirement Education Programs (PREP)

The Pre-Retirement Education Program is intended to be pre-retirement education geared to assisting long-term employees and spouses in planning for a successful life after leaving state employment. It is impossible to plan the future for employees. However, the goal of pre-retirement education is to provide the tools necessary to plan for oneself. See the [PREP Facilitator's Guide](#) for program requirements and responsibilities.

Authorized Agent Training

The Authorized Agent Training is for Authorized Agents. This training is to help them understand how to complete and process NDPERS forms. This training is done in the PERS office.

Agency Intensive/Investment Education

Contact the NDPERS office for details.

Registration Form

*To qualify this meeting you must have a minimum of 75% of eligible participants registered to attend.
If the roster does not conform to this requirement your meeting may be cancelled.*

Name of Agency
Contact
Phone Number
Presentation Date

Attendee Names:

Last Name	First Name
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	
21.	
22.	
23.	
24.	
25.	

Total Number of Attendees: